

(Over)

^		If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Federal Privacy Act
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? (Sample Attached.)

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------------|
| a. State Law | _____ years. | d. Audit period | *None _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

* Attach copy or excerpt of laws or regulations. Explain administrative need.
per John Quam, Director, Mellon Project (CCSSO) - there are no written audit requirements for Mellon Project. Site visit would be made by project Director if funds appeared to be mishandled - decision made on discretion of Project Director (V. Oakes/J. Quam-4/3/89)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) See *NOTE Below.

*NOTE: Retain Student Questionnaires and Computer Printouts until Longitudinal Study is complete. Then transfer these records to State Records Center; hold for 2 years; then destroy.

** Transfer the Final Report for the Mellon Project to the State Archives for permanent retention.

SEE ATTACHMENT SHEET

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Turner</i>	10/25/88	<i>Vickie Oakes</i>	10/25/88
881028-04		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			
89-035		State Auditor/Designee	6/12/89
		Secretary of State/Designee	6/5/89
		Governor/Designee	6/1/89
		Attorney General/Designee	